

Hiring Notice

Prevent Child Abuse Kentucky

Anticipated Starting Date: April, 2019

Position Open Until Filled

DEVELOPMENT COORDINATOR

This position is responsible for helping our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.

Primary Responsibilities

- Oversee all facets of the annual run/walk, golf scramble and other events to grow annual revenue
- Conduct prospect identification and donor cultivation for sponsorship of key agency events
- Manage donor and fundraising databases
- Enhance donor outreach through new and existing strategies
- Work with a team to develop the Planned Giving facet of the agency, and all related materials
- Conduct grant research, tracking, budgeting and submit grants as requested
- Secure in-kind donations of door prizes, silent auction items and services to the agency
- Serve as the primary contact for KY Employees Charitable Campaign (KECC) and Kappa Delta activities
- Work as part of a team to ensure outreach and awareness to existing and potential donors (including groups and associations) and develop corresponding materials
- Maintain effective and positive working relations with Board Members, and friends of the organization
- Work as part of a team to ensure successful delivery of the annual **KIDS ARE WORTH IT!** Conference, Child Abuse Prevention Month, and other agency events

Job Qualifications & Requirements

- Bachelor's Degree
- A minimum of two years prior experience in fund development
- Creative self-starter with proven ability to take initiative and lead projects
- Ability to work independently, but function as part of a team
- Proven ability to manage multiple tasks and respond quickly to new events and competing priorities while meeting deadlines
- Excellent verbal and written communication skills
- Proficiency utilizing Microsoft Office
- Public speaking experience
- Desire to get out of the office and build external relationships
- Commitment to child abuse prevention
- Travel and some night/weekend work required
- Ability to lift a minimum of 25 pounds
- Must have reliable transportation and a valid KY driver's license
- Must pass a criminal and child abuse/neglect background check

To Apply

Prevent Child Abuse Kentucky seeks a dynamic, energetic, organized team player committed to making a difference in helping to prevent child abuse and neglect in our Commonwealth. Interested applicants should provide a resume, and cover letter to be submitted by one of these methods:

No Phone Calls Please

Via: CareerBuilder.Com: <https://tinyurl.com/PCAKDevCoord>

Via: The KY Nonprofit Network: <https://kynonprofits-jobs.careerwebsite.com/job/development-coordinator/47030996/>

Via Email: to Janna Estep Jordan at jestepjordan@pcaky.org

Via US Mail:

Prevent Child Abuse Kentucky
Attn: Janna Estep Jordan
801 Corporate Drive – Suite 120
Lexington, KY 40503

This is a full-time, salaried position with generous fringe benefits, vacation and sick leave. The successful candidate will be expected to conduct work functions in Lexington, KY.

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex age or disability.

Funded in part or in whole with state or federal funds through a contract
(#PON2 736 1900001808) with the KY Cabinet for Health and Family Services